

**CONSTITUTION & ETHICS COMMITTEE: RECORD OF ACTION TAKEN  
MUNICIPAL YEAR: MAY 2024 - APRIL 2025**

**1: ACTIONS FROM THE LAST MEETING**

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS/ACTION UPDATE

**2: ACTIONS COMPLETED**

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS / ACTION UPDATE
29 July 2024	<b>Item 4 Peterborough City Council: Centre For Governance And Scrutiny (CFGS), Governance Review Update</b>	The Director of Legal and Governance and Monitoring Officer would provide Members with clarification about whether the responsibility of appointments to interim statutory officer and chief officers posts of the Council, would be the remit of Employment Committee to approve.	Director of Legal and Governance and Monitoring Officer	19 August 2024	The appointment of Head of Paid Service is a matter for full Council, as is the appointment of the s151 officer and monitoring officer. The appointment of Chief Officers requires the approval of Employment Committee. These requirements apply to interim roles, as we all permanent roles.
29 July 2024	<b>Item 4 Peterborough City Council: Centre For Governance And Scrutiny (CFGS), Governance Review Update</b>	A performance target set for the submission of urgent decisions added to the forward plan and late reports for agendas, should be adopted across the Council.	Director of Legal and Governance and Monitoring Officer	19 August 2024	The target for urgent and late items should be as close to zero as possible. Work is in hand to improve the forward looks for Committees, Cabinet and Council and the clearance process is also being revised to minimise the likelihood of late or urgent items.
29 July 2024	<b>Item 4 Peterborough</b>	A pre-scrutiny mechanism of decisions should be explored as part of the	Director of Legal and Governance	Ongoing	Ongoing

	<b>City Council: Centre For Governance And Scrutiny (CFGS), Governance Review Update</b>	Constitution review item on the Committee's work programme.	and Monitoring Officer		
29 July 2024	<b>Item 5. Council Finance Regulations – Constitution Update</b>	The Committee recommended the Revised Financial Regulations to Full Council for approval.	Service Director- Financial Management & Deputy s151 Officer	19 August 2024	October Full Council
29 July 2024	<b>Item 5. Council Finance Regulations – Constitution Update</b>	Evaluate the Financial Regulations in relation to the responsibility of key performance indicators, which had been removed, to ensure it was working	Service Director- Financial Management & Deputy s151 Officer	19 August 2024	This hasn't been removed, it has been moved to:  2.1.10 Ensure that financial information is available to enable accurate and timely monitoring and reporting of comparison of national and local financial performance indicators.
29 July 2024	<b>Item 5. Council Finance Regulations – Constitution Update</b>	Confirm to Members whether a child or parent would receive a compensation payment in child cases.	Service Director- Financial Management & Deputy s151 Officer	19 August 2024	Compensation payments that follow complaints submitted by a parent on behalf of a child will be actioned depending upon the outcome of the complaint and whether there is direction from the ombudsman (which will usually determine upon how it is paid). If we are directed to pay the child directly (this does sometimes happen but not often) then we will ask for bank account details in the child's name, but usually the compensation gets paid to the parent.

29 July 2024	<b>Item 6. Start Time of Meetings 24/25</b>	The Constitution and Ethics Committee considered the report and <b>RESOLVED</b> (Unanimous) to a start time of 6:00pm for 2024/2025 meetings.	Democratic Services Officer	19 August 2024	Completed
29 July 2024	<b>Item 8. Councillor Code of Conduct Report</b>	That the importance of code of conduct values, would be reiterated within the code of conduct training provided to Councillors by the Monitoring Officer.	Director of Legal and Governance and Monitoring Officer	19 August 2024	A training session was held on 16 September and the slides will be shared with all members.
29 July 2024	<b>Item 9. Work Programme</b>	The Democratic Services Officer would add an actions tracker item on the Committee's agenda going forward.	Democratic Services Officer	19 August 2024	Completed
29 July 2024	<b>Item 9. Work Programme</b>	The Civic Team would explore the possibility of adding the National Honours list as an exempt item on the Committee's work programme going forward	Sue Proctor	19 August 2024	This has been noted by the Civic Office.
29 July 2024 →	<b>Item 9. Work Programme</b>	The Civic Team would explore the possibility of adding the Mayor eligibility list as an exempt item on the Committee's Work Programme going forward.	Sue Proctor	19 August 2024	all Members can view, upon request to Executive & Members Services, the Mayor's length of service report which dictates who would be eligible for selection as Mayor and Deputy Mayor

### 3: OUTSTANDING ACTIONS PENDING

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS / ACTION UPDATE